

DRAFT

19 April 1954

OFFICE OF PERSONNEL MEMORANDUM NO.

SUBJECT: Overlotting For Purposes of Processing and Entering
Individuals on Duty with Elements of DD/I

1. GENERAL

The following procedures implement an agreement with the Office of the Deputy Director (Intelligence) whereby "Temporary Identical-Additional" positions will be established for DD/I in order that they may maintain their current strength at or close to the actual authorized strength. Individual components of the DD/I shall be permitted to exceed their current ceilings for recruitment, processing and entrance-on-duty purposes so long as the overall DD/I on-duty ceiling is not exceeded. This agreement covers the use of positions which are liable (i.e. group type jobs) and does not provide for the double incumbency of key (one of a kind) technical or supervisory positions, except as indicated in this instruction.

2. PROCEDURES: Multiple-incumbency of Liable Positions in DD/I

a. Processing of Personnel Actions

- (1) Request for Personnel Action, SF-52, will be prepared in accordance with normal procedures except that the position number will consist of the basic number of the liable position followed by the digits .99. This will identify the action as involving a temporary identical additional position. In the remarks section of the SF-52 a statement will be made which will justify the action requested.

Example

I/O Listing

Intel. Officer (Gen.) 0132.9 28
Intel. Officer (Gen.) 0132.9 28-01

Temporary Listings
IA Actions (any number)

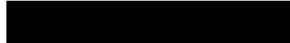
Intel. Officer (Gen.) 0132.9 28-99

- (2) The Placement Officer servicing the component will be responsible for authorizing the establishment of the temporary IA position. The action will be processed routinely without referral to GED unless position has been flagged. Position Control Section will monitor these overallocations and insure that the overall IA/I ceiling is not exceeded. Service record card for the employee and Identification Strip for the temporary IA position will be established. These will be filed immediately following the last regular IA I/O position, bearing the same basis position number in the organizational unit concerned. Upon each such position being vacated, identification strip will be removed, thereby automatically cancelling the temporary position.
- (3) Temporary IA positions thus established will not appear on the regular I/O. However, the names of personnel encumbering these positions will be grouped by each basis position number on the quarterly I/O and insurancery listing. The digits .99 will readily identify personnel in "temporary IA" status, and the I/O run will include data as to name, occupational code and grade.
- (4) When regular I/O positions become available for encumbrance by personnel occupying temporary positions

IA to them, Office of Personnel will shift such personnel to the regular T/O position. Since only the position number is involved, no need exists for SF-52 to be initiated by operating office and subsequent detailed processing to be done. The Position Control Section will initiate a weekly listing reporting this type of change with copies distributed to the operating office, Machine Records, employee file and Fiscal and Finance Division.

b. Special Procedures for Key (one of a Kind) Technical or Supervisory Positions

The procedures indicated in paragraph a., above, shall be followed except that the requested "Temporary IA" position shall not be established unless the requesting action is accompanied by a personnel action, or statement indicating a resignation or re-assignment "in hand" effective within 30 days of the effective date of the action establishing the "Temporary IA" position.


Deputy Assistant Director
for Personnel

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